



Coten End Primary School

Exclusion Policy

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1. Aims

Coten End Primary School aims to:

- Apply the exclusions process fairly and consistently
- Ensure all exclusions comply with current statutory guidance
- Maintain a safe and respectful environment for all pupils and staff
- Support pupils to remain in education and prevent them becoming NEET (not in education, employment, or training)

2. Legislation and Statutory Guidance

This policy is based on the Department for Education (DfE) guidance: "[*Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement*](#)" (August 2024).

It is underpinned by the following legislation:

- [Education Act 2002](#) (as amended by the [Education Act 2011](#))
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)
- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils
- [Children and Families Act 2014](#)
- [Equality Act 2010](#)
- [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#) and [2014 amendments](#)

3. Decision to Exclude

Only the Executive Headteacher or Head of School can issue a suspension or permanent exclusion. Exclusion is used as a last resort, when:

- There is a serious or persistent breach of the school behaviour policy
- Allowing the pupil to remain would seriously harm the education or welfare of others

Prior to exclusion, the Executive Headteacher will:

- Consider all relevant evidence
- Consider the pupil's views
- Consider whether the pupil has SEND or other relevant vulnerabilities
- Consider alternative strategies and interventions

Off-rolling is unlawful. We do not encourage parents to remove their child from the school roll to avoid formal exclusion.

4. Definitions

Suspension: A fixed-period exclusion, up to 45 school days in a single academic year

Permanent exclusion: The pupil is removed from the school roll (unless reinstated)

School day: Any day on which the school is in session

5. Roles and Responsibilities

The Executive Headteacher or Head of School will notify, without delay,

- The parents
- The governing board
- The Local Authority
- The child's social worker (if they have one)
- The Virtual School Head (VSH) if the child is looked-after (LAC)

Notifications will include:

- Reasons for exclusion
- Whether it is a suspension or permanent exclusion
- Dates of suspension or details of permanent exclusion
- Details of parents' rights to make representations and request a meeting
- Information about alternative provision (from day 6 for permanent exclusions).
- That work will be provided and marked for the first 5 days of suspension to support the child's ongoing learning.

Governing Board

Delegated to an Exclusions Panel of at least 3 governors.

Responsible for:

- Reviewing exclusions as required by law
- Reinstating pupils where appropriate

Local Authority

- For permanent exclusions, the LA, working with the school, must arrange full-time alternative education from day six in an appropriate and timely way.

6. Considering Reinstatement

The governors' panel must meet within:

- 15 school days for a permanent exclusion or if a suspension exceeds 15 days in a term
- 50 school days if requested by parents for suspensions between 5 and 15 days
- For suspensions of fewer than 5 days in a school term, the governing board is not required to meet but will consider any written representations from parents. The board cannot overturn the exclusion but may place a note on the child's educational record.

The panel can:

- Uphold the exclusion
- Reinstate the pupil (immediately or on a future date)

Where reinstatement is not made, parents will be informed of their right to request an independent review.

Remote Access

Parents may request that an Exclusions Panel or Independent Review Panel (IRP) be held via remote access (e.g. video call). This will be considered in line with the DfE guidance and agreed where all parties can participate fairly and fully.

7. Independent Review

If requested by parents, the local authority will arrange a panel to review the exclusion. The panel:

- Must include a lay member, a school governor, and a headteacher
- Can uphold, recommend reconsideration, or quash the governing board decision (if flawed)

Parents may request the attendance of an independent SEN expert (at no cost to them). The decision of the panel is binding.

8. School Registers

A pupil's name will be removed from the register:

- After 15 school days if no review is requested
- After a review is completed and upholds the exclusion

Appropriate attendance codes will be used (e.g., B, D, or E) for excluded pupils.

9. Reintegration after Suspension

Reintegration meetings will:

- Involve the pupil, parent, and senior staff
- Aim to support the pupil's return to school

Support strategies may include:

- Behaviour targets
- Phased return
- Pastoral support or mentoring

10. Monitoring and Review

The Executive Headteacher monitors exclusions and reports to the governing board termly. This policy is reviewed biennially.

11. Links to Other Policies

This policy should be read alongside:

- Relationships & Behaviour Policy
- SEND Policy and Information Report
- Child Protection and Safeguarding Policy

Note: This policy reflects current DfE guidance (August 2024) and will be updated in accordance with any future statutory changes.

Reviewed: September 2025

Next Review: September 2027

Signed: Executive Headteacher

Signed: Chair of Governors